

FISCAL SPECIALIST

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DEPARTMENT: Community Services/Parks and Recreation

NATURE OF WORK:

Oversees the timely and accurate performance of complex financial and business management duties.

Responsibilities include the development and coordination of division financial policies and procedures including fiscal strategic planning, compliance with all internal and external financial reporting requirements; development and management of the division's annual budget; development and presentation of methods which optimize division resources, continuing improvement to decision support systems in the form of: cost containment recommendations, program revenue analysis, capital equipment and inventory status reports, contribution of financial guidance to the division's program and facility development, financial analysis related to critical customer services issues and their policies, compliance with County, department, and division internal control procedures.

ESSENTIAL FUNCTIONS OF THE JOB:

Oversees the daily administrative and accounting support function of the division.

Oversees and maintains division budget. Prepares budget and makes funding recommendations based on strategies to solve funding deficiencies, program and facility priorities, and County and department funding guidelines.

Supervises the work of assigned staff; provides guidance and training; performs various personnel functions including performance appraisal, counseling, employee selection, disciplinary actions, etc.

Compiles and analyzes financial and statistical data; analyzes information, makes recommendations, and prepares written reports.

Oversees and monitors budget expenditures, performs complex mathematical computations, oversees complex administrative processes.

Oversees and maintains records on budget expenditures.

Reconciles monthly expenditures and revenues.

Reviews special financial reports and other work of staff for accuracy and relevance.

Approves bills for payment; signs purchase orders; and oversees internal systems related to purchase requisitions.

Makes oral and written presentations as required.

Prepares monthly financial report for the Parks and Recreation Commission.

Coordinates and reviews payments related to grants, contracts, and professional services.

Oversees the development and update of the division's Financial Operating Manual.

Ensures that financial and administrative procedures related to purchasing and contracting procurement of professional services are in accordance with established County policies.

Conducts extensive research and compiles data for administrative and public reports, questionnaires and other documents; analyzes data, prepares statistical reports, verifies data, has frequent contact with public, department, and division staff.

Prepares documentation for meetings and training sessions, conducts training.

Prepares written reports and correspondence for the signature of the Director.

Performs work safely in accordance with departmental safety procedures and the County Safety Program. Operates equipment safely and reports any unsafe work condition or practice to supervisor.

Performs other related duties as assigned.

JOB LOCATION AND EQUIPMENT OPERATED:

Duties are performed primarily in an office setting. Operates standard office equipment to include personal computer, calculator, copy machine, and telephone.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable knowledge of financial management and accounting principles and practices.

Considerable knowledge of County, department, and division policies, procedures, rules, and regulations.

Thorough knowledge of department and division operations and organizations.

Ability to conduct research, analyze information, make recommendations, and prepare written reports in a clear, concise manner.

Ability to plan, assign, and supervise the work of assigned staff.

Ability to establish and maintain effective team working relationships.

Ability to establish and maintain effective working relationships with County personnel.

Ability to work on several projects simultaneously, maintain schedules, and meet deadlines.

Ability to prepare and make presentations.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Accounting, Business, Public Administration, or related field; considerable experience in fiscal management, accounting, and analytical or research work, preferable in the public sector, which shall have included supervisory experience; or any equivalent combination of acceptable education and experience providing the knowledge, skills, and abilities cited above.